

MEMORANDUM

To: CHAIR AND COMMISSIONERS
CALIFORNIA TRANSPORTATION COMMISSION

CTC Meeting: June 28-29, 2023

From: STEVEN KECK, Chief Financial Officer

Reference Number: 2.8v.(4), Action Item

Prepared By: Dee Lam, Chief
Division of Local Assistance

Subject: **REQUEST TO AMEND THE PERIOD OF CONTRACT AWARD FOR A
LOCALLY-ADMINISTERED ACTIVE TRANSPORTATION PROJECT,
AS AN EXCEPTION TO ATP GUIDELINES
WAIVER 23-112
AMENDING WAIVER 22-175**

ISSUE:

Should the California Transportation Commission (Commission) amend the previously approved time extension for the period of contract awards for the locally-administered Active Transportation Program (ATP) Active Transportation Resource Center project (PPNO 0776), in various counties, for the time period shown in the attachment?

RECOMMENDATION:

The California Department of Transportation (Department) recommends the Commission amend the previously approved time extension for the period of contract award for the locally-administered ATP Active Transportation Resource Center project (PPNO 0776), in various counties, for the time period shown in the attachment.

BACKGROUND:

The Commission allocated \$2,310,000 for the locally-administered ATP project. The Agency will not be able to award the contracts within six months of allocation, and is now requesting a time extension amendment for the period of contract award, which is an exception to the ATP Guidelines. The attachment shows the details of the project and the explanation for the delay. The respective agency is requesting an extension, and the planning agency concurs.

Current ATP Guidelines stipulate that the agencies implementing a project request a time extension if the project will not be awarded within six months of allocation. The Commission may approve waivers to the timely use of funds deadline, one-time only, for up to 12 months.

Attachment

*"Provide a safe and reliable transportation network that
serves all people and respects the environment."*

**Amendment Time Extension/Waiver – Contract Award
Active Transportation Program**

Project Number: 1
Applicant: Active Transportation Resource Center
County: Various
District: 50
PPNO: 0776
1st Waiver: 23-112
Approved: December 2022
Allocation Amount: \$2,310,000 **Cycle 4, FY 21/22**
Phase: Construction Non-Infrastructure
Number of Months Requested: ~~6 Months~~ **12 Months**
Extended Deadline: ~~06/30/2023~~ **12/31/2023**
Department Recommendation: Support

Active Transportation Resource Center, Cycle 4, FY 21/22

The Active Transportation Resource Center (ATRC) requests an amendment for an additional 6 months, to the previously approved time extension, from 6 months to 12 months, for the period of contract award for the Construction Non-Infrastructure (CON-NI) phase of the Active Transportation Resource Center project. The ATRC has experienced unexpected delays in awarding the project.

The ATRC's mission is to provide resources, technical assistance, and training to transportation partners across the State to increase opportunities for the success of active transportation projects. The ATRC is made up of many different contracts and contractors that provide program services. The ATRC received the CON-NI allocation in June 2022, and began working on awarding the contracts for the program services. Due to delays with awarding the contracts, the ATRC received a 6-month Contract Award time extension at the December 2022 meeting. The ATRC is still unable to award the contracts by the extended deadline due to contract negotiation delays related to the contracts' budget. The ATRC needs additional time to ensure that all contracts are awarded by the amended deadline.

Therefore, the ATRC is requesting a 6-month time extension amendment to award the CON-NI phase from June 30, 2023 to December 31, 2023.